

047004/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **TREASURY SUPERVISOR**

DEFINITION

Under general supervision of the Deputy Treasurer, to supervise, coordinate and participate in the administration, collection, custody, investment and disbursement of City funds; and to do related work as required.

REPORTS TO: Controller

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Controller. Exercises lead supervision over Revenue staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Supervise and assist in the development and implementation of policies and procedures to insure collection of all City funds in a timely and accurate manner.
- Supervise and participate in the scheduling of work load of all Treasury personnel on a daily basis.
- Participate in the daily investment of the City's investment portfolio within established policy.
- To oversee and evaluate current revenue receipting techniques with recommendations to Deputy Treasurer.
- Supervise and participate in audits of Treasury records to ensure proper application and disbursement of payments.
- Supervise and participate in the administrative aspects of parking permits, bus passes and dog licenses.
- Respond and participate in determining final decisions regarding customer complaints and disputes.
- Supervise and participate in the distribution of Accounts Payable and Payroll within established procedures.
- Coordinate Treasury activities with other City departments, divisions and sections and with outside agencies.
- Prepare reports; supervise, train and evaluate assigned staff. Act as Deputy Treasurer in their absence.

QUALIFICATIONS

Knowledge of:

- Effective supervisory and organizational techniques and knowledge of general characteristics of cash receipting and investment techniques.
- Accounting, banking, financial record keeping, auditing and reporting principles and procedures.

- Principles and practices of organization, administration and staff management.
- Modern office practices, methods and procedures.

Ability to:

- Plan, assign, layout, supervise and review the work of a Treasury staff engaged in various related activities.
- Effectively handle conflict situations with customers and maintain good public relations while protecting City interest.
- Develop and interpret Treasury policies and procedures.
- Do research, perform mathematical computations and maintain moderately complex financial records.
- Communicate clearly and concisely, orally and in writing.
- Participate in and prepare a variety of financial statements and reports.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade supplemented by specialized college level courses in business administration. Completion of an Associates of Arts degree is highly desirable.

Experience: Three years full time experience in Treasury, cash management, finance, accounting and cash control.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Treasury Supervisor

TO: